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REVIEW OF VITAL MATERIALS DEPOSIT SCHEDULES

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A review of the Vital Materials Deposit Schedules disclosed the following duplication as explained below:

<u>FILE SERIES</u>	<u>OFFICE DUPLICATING DEPOSIT</u>	<u>OFFICE WITH ESTABLISHED SCHEDULE FOR DEPOSIT</u>	<u>REASON FOR DUPLICATION</u>
NSCID's	Office of Operations	OCD	The Office of Operations has insisted on depositing NSCID's pertinent to their various divisions. The Office for Collection and Dissemination is responsible for depositing one copy of all NSCID's.
DCID's	Office of Scientific Intelligence	OCD	The Office of Scientific Intelligence has deposited DCID's pertinent to OSI. OCD is responsible for depositing one copy of all DCID's.
Budget Estimates	Logistics OSI	COMPTROLLER	These offices have requested a copy of their budget be deposited. The Office of the Comptroller is responsible for depositing Budget material.
Table of Organizations	Logistics OO	PERSONNEL	These offices ^{per} in pertinent information to supplement information contained on the regular TO machine listings as deposited by the Office of Personnel.
Blank Forms Used By CIA Offices <i>as per to whom 22 June 1954 file with room</i>	Logistics	MANAGEMENT STAFF	Prior to April of this year there was not a complete set of forms on deposit in the Repository. The Logistics office had deposited a set of forms of interest to their operation. In April, the Management Staff deposited a set

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FILE SERIES

OFFICE Duplicating
DEPOSIT

OFFICE WITH ESTABLISHED
SCHEDULE FOR DEPOSIT

REASON FOR
DUPLICATION

Blank Forms Used By
CIA Offices (Continued)

Logistics

MANAGEMENT
STAFF

of all agency forms and has been depositing all new and revised forms of this agency, in addition to forms of other agencies used by CIA. Action will be taken to have the deposit of Logistics forms withdrawn.

National Security
Council Policies Books

DD/I

NSC

The NSC copy of the NSC Policies Books will not be available to CIA at time of an emergency. Therefore, the DD/I is depositing a copy, including additions and revisions.

There is a further possibility of some duplication in the depositing of Agreements and Financial Arrangements of a few CIA offices with outside government agencies and private business establishments. However, until the Area Records Officer for the Office of the Comptroller provides this office with a deposit schedule, it will be difficult to determine: (1) is the individual office deposit limited to duplicating the Comptroller deposit? or (2) does the individual office deposit contain additional background information not contained in the Comptroller deposit?

Miss [REDACTED] is presently working with the various divisions in the Office of the Comptroller toward the establishment of a vital materials deposit schedule.

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